

Positive Change Through Environmentally Preferable Purchasing

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Overview

- Who we are
- Our sustainability program
- What is EPP
- How you can make EPP work for you

Company Background

Who is Corporate Express?

- Supplier of office and computer products, imaging and computer graphic supplies, office furniture, facility supplies, document and print management, desktop software, and promotional products
- 1350 trucks, 183 locations (including 38 distribution centers spanning over 6,000,000 ft²), and 10,775 employees across North America
- Deliver an average of \$16 million in office and computer products every business day in North America.
- North American Headquarters in Broomfield, CO

Environmental Sustainability at Corporate Express

- Sustainability program name: Ecooffice



Logo



Catalog icon

- Focus is on 3 major areas:
 - Suppliers & Contracts
 - In-House Operations
 - Customer Programs / Product Offering

Environmental Sustainability at Corporate Express

- **Suppliers and Contracts**
 - All contracts with suppliers include environmental clauses
 - “Open door” for unannounced audits by CE
 - No sourcing from endangered or old growth forests
- **In-House Operations**
 - Implement waste reduction and energy-saving measures
 - Purchase recycled products
 - Maximize, measure and reward diversion from landfill

Environmental Sustainability at Corporate Express

- **Customer / Product Focus:**
 - Recycling programs for customers
 - Toner Cartridges
 - Inkjet Cartridges
 - Catalogs
 - Environmentally friendly products in catalog
 - EPP
 - Ecooffice
 - Add at least 100 new items per year

EPP: What Is It?

- **Environmentally Preferable Purchasing (EPP):**
 - Encourages and assists executive agencies in the purchasing of environmentally preferable products and services.
- **What is "environmentally preferable?"**
 - "...products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose..." *Executive Order 13101*
 - Federal procurement officials are required by Executive Order 13101 give preference to those products and services that are environmentally preferable.

EPP: What Is It?

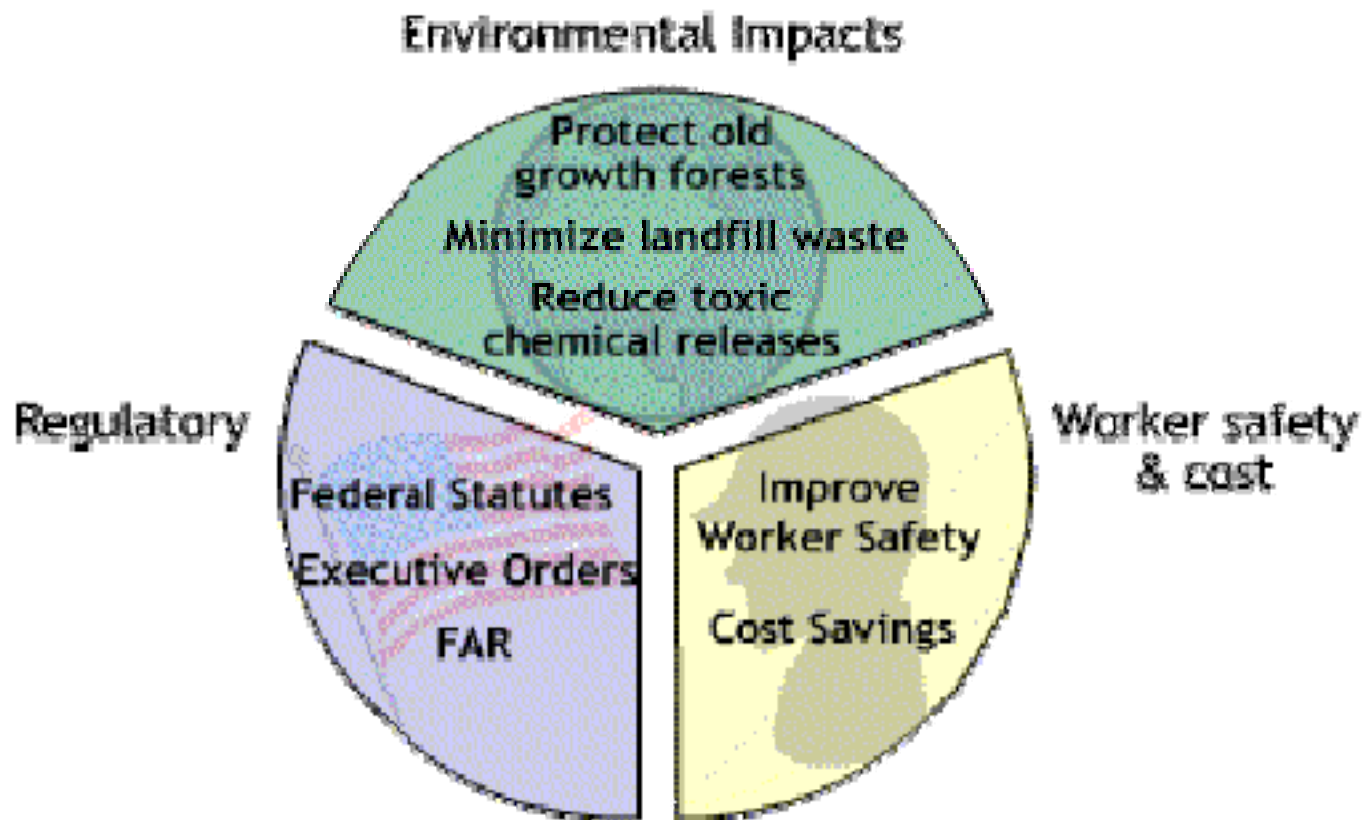
- Human health
- Environmental concerns
- High quality & competitive prices

Environment + **P**rice + **P**erformance = **EPP**

EPP Standards: Environmental Attributes

- **Environmentally preferable can mean:**
 - Recycled
 - Post Consumer Recycled
 - Rechargeable
 - Refillable
 - Rewriteable
 - Bio-based
- **Other attributes such as Green Seal and Comprehensive Procurement Guidelines (CPG) are included as well**

Why Buy Green?



Green Office Product Myths

- **Recycled paper**
 - It's dark / it has flecks
 - It will make the copier jam
- **Remanufactured toner cartridges**
 - They'll spill ink everywhere
 - They won't last as long
 - They'll void my printer warranty

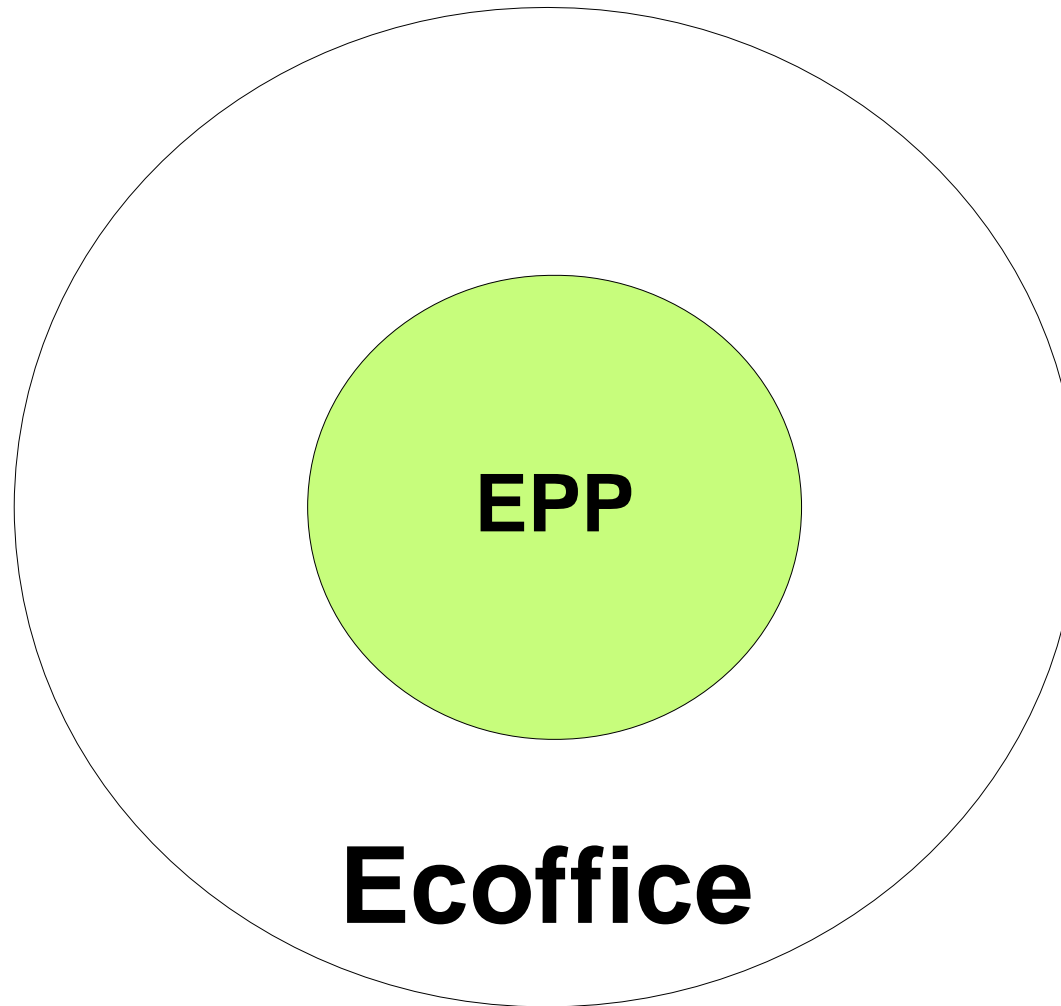
Green Office Product Myths

That's soooooooooo 1972 of you.....

Environmentally Friendly Products

- **EPP products**
 - Over 650 products meet or exceed the EPP standard
- **Ecoffice**
 - Comprehensive offering of environmentally friendly products – over 3,500 products
 - Includes all EPP and CPG products
 - Also includes environmentally friendly products that do not meet the Federal standard or for which there is no Federal standard
 - Ensures a broad “green” product offering

Environmentally Friendly Products



EPA's Green Office Supplies

- EPA estimates annual spending > \$5M
- Approximately 2,000 purchase card holders buy office products (over 400,000 p-card holders total)
- Starting in 2004, EPA determined green criteria
 - Most comprehensive of any Federal agency at the time
 - Mandated across all regions for the first time

EPA's Green Office Supplies

- Only online catalog allowed (no hard copies)
- Having one centralized catalog means:
 - Catalog is customized to meet EPA's criteria
 - Ability to block non-green items is set by the vendor
 - Eliminates dependence on individuals to choose green
 - Simplifies annual purchasing reports
- Customized purchasing website due to volume

EPP Office Products - Examples

- Plastic desk accessories: 25% post consumer
- Paper Towels: 40% post consumer
- Toner Cartridges: Remanufactured, recycled content
- Pens and Pencils: Refillable

EPP Office Products - Examples

- **File Folders: 100% recycled, 30% post consumer**
- **Correction Fluid: Non-ozone depleting, non-toxic, water-based**
- **Cleaning Products: Meets the Greenseal GS 37 standard**

Your Green Office Products Program

- **Determine which attributes to consider**
 - Based on regulatory or policy requirements / guidelines
 - Goals of green purchasing program
 - Where most dollars are spent (on which products)
 - Environmental impact
 - Health and safety impact
 - Fiscal

Your Green Office Products Program

- **Check Federal, state, and local green purchasing programs**
 - Talk with EPA
 - Talk with companies known for their green purchasing
 - Talk with your vendor
- **Consider an RFP for large purchases**
 - Ensure all products meet/exceed YOUR green criteria
- **Consider how/whether to block non-green purchases**
- **Track and report your progress**

Your Green Office Products Program

- **Test the products first**
- **Communicate, communicate, communicate**
- **Hold an event!**
 - Ask the vendor for some event samples
 - Make it fun
- **Communicate your progress in environmental terms**
 - “We saved the equivalent of 10,000 trees last year...”

Your Green Office Products Program

- **Ensure company-wide participation**
- **Create an informational display / kiosk**
- **Recognize and reward efforts**
 - For using online system
 - For environmental wins
 - For fiscal wins

Your Green Office Products Program

- **Helpful Links:**

CPG: www.epa.gov/cpg/products.htm

EPP: <http://www.epa.gov/epp/>

Green Seal: www.greenseal.org/cgrs

USDA: www.ars.usda.gov/bbc

Energy Star: www.energystar.gov

EPA Database: www.epa.gov/oppt/epp/database.htm

Your Green Office Products Program

http://www.epa.gov/opptintr/epp/pubs/buying_green_online.pdf

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